

CITY OF MT. MORRIS
PLANNING COMMISSION AGENDA
April 17th, 2023
6:30 p.m.

- 1. MEETING CALLED TO ORDER:** Chairperson, Sara Black
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES:** Approval of February 20th, 2023 regular meeting minutes.
- 5. COMMUNICATIONS:**
 - a. Public Hearing for 12055 N. Saginaw C.U.P for a church next month
- 6. PUBLIC COMMENT:**
- 7. UNFINISHED BUSINESS:**
 - a. None
- 8. NEW BUSINESS:**
 - a. Public Hearing: 11718 N. Saginaw – Conditional Use Permit
 - b. Action on conditional use permit: 11718 N. Saginaw
 - c. Action on site plans for 11718 N. Saginaw.
- 9. PUBLIC COMMENT:**
- 10. UPDATES:**
- 11. PLANNING COMMISSION COMMENTS:**
- 12. ADJOURNMENT:**

PLEASE BE COURTEOUS TO OTHERS
SILENCE ALL CELL PHONES & OTHER DEVICES PRIOR TO THE MEETING

**CITY OF MT MORRIS
PLANNING COMMISSION**

February 20th, 2023

At **6:30 p.m.**, City Clerk Spencer Lewis called the Planning Commission Meeting to Order.

SWEARING IN OF MEMBERS: Eric Calcut, term ending December 2024.

PRESENT: Yusef Harrold, Andrew Sorensen, Melissa Neuwirth, Eric Calcut, City Manager/Treasurer Vicki Corlew, & Mayor Sara Dubey.

ABSENT: Kenneth Andrews, Sara Black, and Chris Vogt.

OTHERS: City Clerk Spencer Lewis

APPROVAL OF AGENDA:

A motion was made by City Manager/Treasurer Vicki Corlew, seconded by Mayor Dubey to approve the agenda.

All Ayes.

Motion Carried.

APPROVAL OF MINUTES:

A motion was made by City Manager/Treasurer Vicki Corlew, seconded by Mayor Dubey to approve the minutes of the regular meeting held on January 17th, 2023.

All ayes.

Motion carried.

COMMUNICATIONS:

None.

PUBLIC COMMENT:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

a. Public Hearing: Amending the zoning ordinance by the addition of machine shop to the conditional uses permitted within "C-R" zoning district.

A motion was made by City Manager/Treasurer Vicki Corlew, and seconded by Mayor Dubey to open the public hearing at 6:33 p.m.

All Ayes.

Motion Carried.

A motion was made by City Manager/Treasurer Vicki Corlew, and seconded by Yusef Harrold to close the public hearing at 6:34 p.m.

All ayes.

Motion carried.

b. Action on zoning ordinance amendment

A motion was made City Manager/Treasurer Vicki Corlew, and seconded by Yusef Harrold to recommend city council approve the amendment to the zoning ordinance, listing 'machine shop' as a conditional use permitted within the C-R zoning district.

Roll call:

_____6____	Ayes
_____0____	Nays
_____3____	Absent (Black) (Andrews) (Vogt)

Motion Carried.

PUBLIC COMMENT:

None.

UPDATE:

None.

PLANNING COMMISSION COMMENTS:

Mayor Sara Dubey welcomed new planning commission member Eric Calcut.

ADJOURNMENT:

With no further business, the meeting was adjourned at 6:36 p.m.

Spencer Lewis, City Clerk

CITY OF MT. MORRIS
CONDITIONAL USE PERMIT APPLICATION

NAME Slip Money Investments LLC
ADDRESS 12055 ~~12009~~ N. Saginaw Ste 4
PHONE (home) 810-241-3451 (cell) PHONE (work) 810-705-2366
Tax Parcel # of Lot 57-01-576-006 Zoning District GEN. BUSINESS (C)

Proposed Use of Parcel

Church

Attach a site plan meeting the requirements of Section 7.03 of the Zoning Ordinance.


An additional thirteen (13) copies of the site plan to be provided to the City Clerk.

Sent to Consultant Yes No Estimated Cost of Consultant \$

Authorization by Applicant to pay for Consultant Review

1. Please explain how the proposed conditional use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is being proposed. It's good central location with a small congregation that will attract new customers to the local businesses.
2. Please explain how the proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved. The size of the building will not allow too many people to congregate in the building.
3. Please explain how the proposed use shall be designed so the location, size intensity, site layout and periods of operation do not cause any possible nuisance (such as dust, noise, fumes, vibration, smoke or lights) emanating from there from which might be noxious to the occupants of any other nearby permitted uses. The church will mostly operate on ~~over~~ the weekends. Also, the building is small in size which will conduct services inside.
4. Please explain how the conditional use permit, if granted, will be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value. No, changes to the building or outdoor spaces will be made.

5. Will the conditional use place demands on public services and facilities in excess of current capacity? If yes, explain NO.
6. Will the proposed use be designed, located, planned and operated so that the public health, safety and welfare will be protected? Please explain. YES, YOUR SERVICES ALONE WITH THE CHURCH


Applicant's Signature

4-3-23
Date

Application Fee \$300.00

This conditional use permit application was reviewed by the City of Mt. Morris Planning Commission at a meeting on _____. The Planning Commission voted to:

- _____ Approve Conditional Use Permit
_____ Disapprove Conditional Use Permit

City of Mt. Morris Planning Commission Secretary

This site plan was reviewed by the City of Mt. Morris Planning Commission at a meeting on _____. The Planning Commission voted to:

- _____ Approve Site Plan
_____ Disapprove Site Plan

City of Mt. Morris Planning Commission Secretary

An approved Conditional Use Permit consists of this completed form, a copy of the minutes of the meeting at which the Conditional Use Permit was approved, including any conditions included in the approval, a copy of the site plan with any changes required by the Planning Commission noted on the plan.

I confirm that I have received a copy of the approved conditional use permit and site plan including the minutes of the meeting and I am aware of the conditions placed on this site plan approval.

Applicant

Date

Date of Public Hearing _____

Date of Publication of Public Hearing Notice _____

Attach copy of list of owners to whom notice of public hearing was mailed.

CITY OF MT. MORRIS
CONDITIONAL USE PERMIT APPLICATION.

NAME

Joseph Taylor

ADDRESS

11718 N. Saginaw St. Mount Morris, Mi. 48458

PHONE (home)

989-293-5069

PHONE (work)

989-293-5069

Tax Parcel # of
Lot

5707503008

Zoning District

Commercial Retail

Proposed Use of Parcel

Machine Shop - Existing Building.

Attach a site plan meeting the requirements of Section 7.03 of the Zoning Ordinance.

An additional thirteen (13) copies of the site plan to be provided to the City Clerk.

Sent to
Consultant

Yes

No



Estimated Cost of Consultant \$

Authorization by Applicant to pay for Consultant Review

1. Please explain how the proposed conditional use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is being proposed. The proposed use will require less employees and employee vehicles. Usual truck traffic for pickups and deliveries.
2. Please explain how the proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved. The proposed use shall be similar to previous use as it will have the usual amount of deliveries and pickups by trucks. Most work is done inside the building.
3. Please explain how the proposed use shall be designed so the location, size intensity, site layout and periods of operation do not cause any possible nuisance (such as dust, noise, fumes, vibration, smoke or lights) emanating from there from which might be noxious to the occupants of any other nearby permitted uses. The proposed use does not affect the other nearby uses. all possible nuisances will not change or be noticed.

Please explain how the conditional use permit, if granted, will be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value. The building remains the same, with no landscaping or structural changes.

5. Will the conditional use place demands on public services and facilities in excess of current capacity? If yes, explain NO

6. Will the proposed use be designed, located, planned and operated so that the public health, safety and welfare will be protected? Please explain. Yes, the proposed use will be inside the building.
No operations will affect the public.

Joseph C. Taylor 2-23-23 Application Fee Paid - \$300.00
Applicant's Signature Date

This conditional use permit application was reviewed by the City of Mt. Morris Planning Commission at a meeting on _____. The Planning Commission voted to:

_____ Approve Conditional Use Permit
_____ Disapprove Conditional Use Permit

City of Mt. Morris Planning Commission Secretary

This site plan was reviewed by the City of Mt. Morris Planning Commission at a meeting on _____. The Planning Commission voted to:

_____ Approve Site Plan
_____ Disapprove Site Plan

City of Mt. Morris Planning Commission Secretary

An approved Conditional Use Permit consists of this completed form, a copy of the minutes of the meeting at which the Conditional Use Permit was approved, including any conditions included in the approval, a copy of the site plan with any changes required by the Planning Commission noted on the plan.

I confirm that I have received a copy of the approved conditional use permit and site plan including the minutes of the meeting and I am aware of the conditions placed on this site plan approval.

Applicant

Date

Date of Public Hearing

04.17.2023

Date of Publication of Public Hearing Notice

03.22.2023

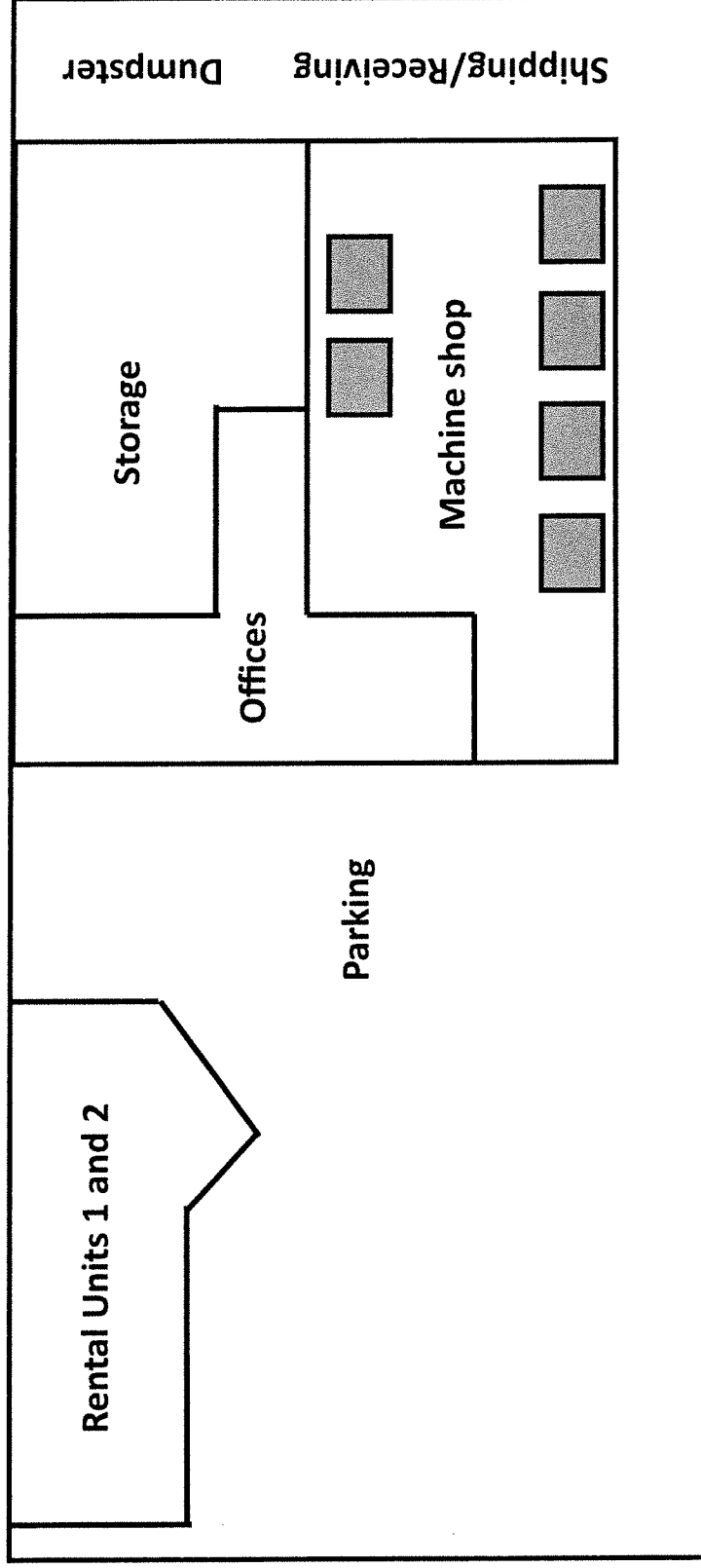
Attach copy of list of owners to whom notice of public hearing was mailed.

Taylor Brothers Properties, LLC.

11701 Union St. Mount Morris, Mi. 48458 (11718 N. Saginaw)

Joe Taylor 989-293-5069

Jack Taylor 810-422-8664



City of Mt. Morris

Genesee County, Michigan

11649 N. Saginaw St.
Mt. Morris, MI 48458
(810) 686-2160

City of Mt. Morris Planning Commission
Notice of Public Hearing

The City of Mt. Morris Planning Commission shall hold a public hearing at 6:30 p.m. on April 17th, 2023 at the city hall at 11649 N. Saginaw St., Mt. Morris, MI 48458. Among the items the Planning Commission shall consider are:

Conditional Use Permit Application for a machine shop at 11718 N. Saginaw Street, Mt. Morris, MI 48458. The parcel identification number is 57-07-503-008

Request by: Taylor Brothers Properties, LLC

You are receiving this notice because according to city records, you own or reside on property within 300 feet of the parcel associated with this request. The meeting is open to the public. Anyone wishing to comment on this request, but who is unable to attend the meeting, may send their comments to the City of Mt. Morris Planning Commission, 11649 N. Saginaw St., Mt. Morris, MI 48458. Copies of the application are available at the City of Mt. Morris between 9 a.m. and 8 p.m. on Mondays, and 9 a.m. to 5 p.m. Tuesday – Thursday or by calling city hall at 810-686-2160.



Memorandum

To: City of Mt. Morris Planning Commission
From: Jason Ball, AICP
Senior Planner
Subject: 11701 Union Street Conditional Use Application
Date: April 10, 2023

This is a review of an application to establish a machine shop located at 11701 Union Street, parcel number 57-80-087-105. The subject property is zoned C-R Commercial Retail. Analyses of the request's compliance with City of Mt. Morris Zoning Ordinance provisions related to Conditional Uses and Site Plan Review were completed. The following is an overview of missing information and any issues related to zoning ordinance compliance based on the information provided by the applicant.

Missing Information

- **Section 7.03.A** – The type, horsepower, fuel, dimensions, and other data of all machinery to be used on the subject property is needed.
- **Section 7.03.B** – The setbacks from all property lines to the existing building was not provided.
- **Section 7.03.C** – The vehicular traffic and pedestrian circulation features within the subject property were not provided.
- **Section 7.03.D** – The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces, and other service areas were not provided.
- **Section 7.03.G** – The height and dimensions of all structures on the subject property were not provided.
- **Section 7.03.L** – Buildings within 50 feet of the subject property were not indicated.
- **Section 7.03.Q** – Floor plans were provided; however, the gross and usable floor area were not indicated in the submitted plot plan.
- **Section 7.03.S** - Designated fire lanes were not identified on the submitted plot plan.

Zoning Ordinance Compliance

- **Section 3.10 Sight Distance** – The existing setbacks were not provided. Applicant to confirm the existing building is not located within the 25-foot sight distance area at the intersection of Albert Street and Union Street.
- **Section 4.02 Nonconforming Structures** – Further information pertaining to the district dimensional requirements in Section 6.14 & 6.15 is needed to determine if the existing structure is an existing nonconforming structure.

SINCE 1962

- The subject property abuts a right of way along its south, east and west property lines. The minimum yard setback from the south, east and west property lines are required to be 5 feet adjacent to a right of way. The minimum side yard setback (north) is required to be 15 feet. If the existing building does not meet these required setbacks, then it can be determined that the existing building is a nonconforming structure.
- **Section 5.01.E** – The Planning Commission shall determine the off-street parking requirements based on similar uses in the City of Mt. Morris Zoning Ordinance due to the proposed use not being identified in this section. A similar use that currently have a defined parking standard in the zoning ordinance include the following: **Service shops:** 1 space per 200 square feet of sales area, with a minimum of 3 spaces.
- **Section 5.02 Off-Street Parking and Off-Street Loading Space Requirements** – The number, location, and size of parking spaces and loading spaces is not indicated on the site plan. The plan should show the location and dimensions of parking spaces and loading spaces.
- **Section 5.04 Design Requirements for Off-Street and Loading Spaces** – There are several sections that require further information pertaining to the number, location and size of the parking, barrier free parking and maneuvering lanes in order to determine compliance.
- **Section 5.04.B.3** – A “shipping/receiving” location is identified on the site plan, however, the size was not provided and there are no dimensions to indicate how close it is to the right-of-way. This information is important to confirm that loading/unloading will not negatively impact the public street.
- **Section 5.05.A & Section 5.05.B.** - Further information pertaining to the number, location and size of the parking spaces and maneuvering lanes is needed to determine compliance with these sections.
- **Section 5.05.C.** – Parking lot maneuvering lanes were not indicated on the provided plot plan.
- **Section 6.14 & 6.15 District Dimensional Requirements** – The current site plan does not show any dimensions, while the building is existing, these dimensions are necessary to evaluating whether it is a nonconforming building as well as other potential issues on the site for traffic and consideration of the special land use. If the applicant can identify the total lot area, distance to property lines from existing buildings to the north, east, west, and south and the existing building height these standards can be evaluated.

Action Items

Comments regarding the standards for approval of a Conditional Use and Site Plan, along with draft motion language are included in the attached checklists. The next steps for the planning commission in evaluating this request are summarized below.

1. **Conditional Use Request:** The Planning Commission must consider the Conditional Use Request prior to approving the site plan. The Planning Commission must determine that the request meets all seven standards in section 8.03 of the zoning ordinance to approve the Conditional Use. If the request fails to meet one of the standards it should be denied, or action postponed until additional information is provided.
2. **Outstanding Informational Requirements:** Information is missing from the plan that is necessary for the Planning Commission to evaluate the request. Particularly related to setback distances and parking and loading area layouts. The planning commission could consider conditionally approving the request upon receiving additional information from the applicant addressing these deficiencies if the commission is confident, they will be within ordinance standards.

3. **Site Plan Review:** Once action is taken on the Conditional Use Request and the Planning Commission has determined whether the outstanding informational requirements can be addressed conditionally, it should take action on the site plan. The Planning Commission must find that all five standards in section 7.06 of the zoning ordinance are met to approve the site plan. If the request fails to meet one of the standards it should be denied, or action postponed until additional information is provided.

Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project. We hope this analysis assists the Planning Commission in your review of the rezoning request. If you have any additional questions, please contact me at jball@rowepsc.com or at 810-341-7500.

Sincerely,
ROWE Professional Services Company

Jason Ball Digitally signed by Jason Ball
Date: 2023.04.10 17:49:44
-04'00'

Jason Ball, AICP
Senior Planner

Attachments: Conditional Use Checklist
Site Plan Review Checklist
Zoning Compliance Checklist

CITY OF MT. MORRIS

CONDITIONAL USE CHECKLIST

Applicant:	Joseph Taylor
Property Address:	11701 Union Street
Parcel ID:	57-80-087-105
Planning Commission Meeting Date	4/17/2023

GENERAL STANDARDS FOR APPROVAL OF CONDITIONAL USE SECTION 8.03

The Planning Commission shall review the particular circumstances of the conditional use request under consideration in terms of the following standards, and shall approve a conditional use request only upon a finding of compliance with each of the following standards, as well as applicable standards established elsewhere in this ordinance.

Standard	Does Site Meet Requirements		
	Yes	No	N/A
1. The proposed conditional use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.			
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> The subject property is zoned CR Commercial – Retail. Surrounding land uses include Commercial – Retail (CR) to the north and west and General Business (C) to the south and east of the subject property. 			
Applicants Comments: The proposed use will require less employees and employee vehicles. Usual truck traffic for pickups and deliveries.	Planning Consultant Comments: The proposed use is permitted by special land use in the CR Commercial Retail zoning district. The proposed use is consistent with the surrounding commercial uses.		Planning Commission Comments:

Standard		Does Site Meet Requirements		
		Yes	No	N/A
2. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing child-vehicle interfacing.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> The proposed use is to be operated in an existing building. Further information related to parking lot spaces and maneuvering lanes is needed to determine compliance with this standard. 				
Applicants Comments: The proposed use shall be similar to previous use as it will have the usual amount of deliveries and pickups by trucks. Most work is done inside the building.	Planning Consultant Comments: Further information related to parking lot spaces and maneuvering lanes is needed to determine compliance with this standard.	Planning Commission Comments:		

Standard		Does Site Meet Requirements		
		Yes	No	N/A
3. The proposed use shall be designed as to the location, size intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating there from which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> The proposed use is to be operated entirely inside the existing building. There are no projected nuisances with the proposed use related to dust, fumes, vibration, smoke or light. There is a potential noise nuisance related to the proposed machine shop use. Applicant to confirm how to mitigate potential noise nuisance. 				
Applicants Comments: The proposed use does not affect the other nearby uses. All possible nuisances will not change or be noticed.	Planning Consultant Comments: There is a potential noise nuisance related to the proposed machine shop use. Applicant to confirm how to mitigate potential noise nuisance.	Planning Commission Comments:		

Standard		Does Site Meet Requirements		
		Yes	No	N/A
4. The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> Further information is needed related to the existing setbacks, existing building height, and location and size of parking spaces and maneuvering lanes in order to determine compliance. 				
Applicants Comments: The building remains the same, with no landscaping or structural changes.	Planning Consultant Comments: Further information is needed related to the existing setbacks, existing building height, and location and size of parking spaces and maneuvering lanes in order to determine compliance with this standard.	Planning Commission Comments:		

Standard		Does Site Meet Requirements		
		Yes	No	N/A
5. The conditional use shall not place demands on public services and facilities in excess of current capacity.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> There are no proposed changes to the existing utilities that service the subject property. There are no proposed changes to the existing water and sanitary sewer services. 				
Applicants Comments: No.	Planning Consultant Comments: No proposed changes to the existing utilities that service the subject property.	Planning Commission Comments:		

Standard		Does Site Meet Requirements		
		Yes	No	N/A
6. The proposed use shall be so designed, located, planned and operated that the public health, safety and welfare will be protected.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> The proposed use is to be operated entirely within the existing structure at the subject property. Applicant to confirm how they intend to mitigate any potential increase in noise due to the type and horsepower of machinery to be stored onsite. 				
Applicants Comments: Yes, the proposed use will be inside the building. No operations will affect the public.	Planning Consultant Comments: Applicant to confirm how they intend to mitigate any potential increase in noise due to the type and horsepower of the machinery to be stored on site.	Planning Commission Comments:		

Standard		Does Site Meet Requirements		
		Yes	No	N/A
7. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or permitted land uses in the zoning district.				
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> The surrounding land uses include a salon located at the same property as the proposed use, a used car lot to the south, a bank to the east and other commercial uses to the north. Applicant to confirm how they intend to mitigate any potential increase in noise due to the type and horsepower of machinery to be stored onsite. 				
Applicants Comments: No.	<p>Planning Consultant Comments:</p> <p>The proposed use is a commercial use of higher intensity than the surrounding commercial uses. Applicant to confirm how they intend to mitigate any potential increase in noise due to the type and horsepower of machinery to be stored onsite.</p>	Planning Commission Comments:		

Sample Motion to Approve:

I make a motion to approve the requested conditional use based on the following findings of fact:

-
-
-

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve:

-
-
-

Sample motion to disapprove:

I make a motion to deny the requested conditional use based on the following findings of fact:

- It does not comply with Standard # _____ based on ...
- It does not comply with Standard # _____ based on ...

Sample motion to postpone:

I make a motion to postpone the approval of the conditional use until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on _____ to verify compliance with _____
- Information on _____ to verify compliance with _____

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CITY OF MT. MORRIS

SITE PLAN REVIEW CHECKLIST

Applicant	Joseph Taylor
Address	11701 Union Street
Parcel ID	57-80-087-105
Planning Commission Meeting Date	4/17/2023

- ☒ Application complete, signed, and submitted.
- ☒ Application fee paid.
- ☐ **14** copies of the site plan provided to the City Clerk delivered at least 10 working days prior to PC meeting.

SITE PLAN INFORMATIONAL REQUIREMENTS SECTION 7.03				
Requirement	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
A. Statistical data including: Number of dwelling units, size of dwelling units (e.g., 1-bedroom, 2-bedrooms, 3-bedrooms), if any, and total gross acreage involved. In the case of mobile home parks, the size and location of each mobile home site shall be shown. In all other cases, the location, type, horsepower, fuel, dimensions, and other data of all machinery to be used on the proposed site (to determine compliance with minimum lot size, maximum lot coverage and density requirements and parking requirements)..		X		The type, horsepower, fuel, dimensions and other data of all machinery to be used on the subject property is needed.
B. The location of principal and accessory buildings on the lot and the relationship of each structure to another (to determine compliance with setback requirements).		X		Setbacks of existing buildings not provided.
C. Vehicular traffic and pedestrian circulation features within and without the site (to determine compliance with traffic access standards including adequacy of access, conflicts between vehicles and pedestrians, turning movement conflicts between the site and other nearby driveways).		X		Not provided.
D. The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces, and other service areas within the development (to determine compliance with parking requirements).		X		Not provided.
E. The location, dimensions, and proposed use of all recreation areas, if any (to determine compliance with standards related to compatibility with adjacent areas).			X	No existing or proposed recreation areas.
F. The location of all proposed landscaping, fences or walls (to determine compliance with screening and landscaping requirements).			X	No existing landscaping on subject property.
G. The height and dimensions of all structures (to determine compliance with maximum height and lot coverage requirements as well as minimum building size requirements (residential) where applicable).		X		Not provided.
H. Front, rear, and side elevation of any typical structure proposed for development.			X	Existing buildings to be used for proposed machine shop use.

**SITE PLAN INFORMATIONAL REQUIREMENTS
SECTION 7.03**

<i>Requirement</i>	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
I. The location and capacity of private or public water, sanitary services and solid waste disposal facilities servicing the site (to ensure compliance with the standard requiring adequate water and sewer service, and to prevent overloading the city's water or sewer system).			X	No proposed changes to existing water and sanitary services.
J. The location, dimensions, type and lighting of all signs (to ensure compliance with sign requirements).			X	No proposed exterior changes to the subject property.
K. The location, intensity and orientation of all lights (to determine compliance with requirements regarding lighting being directed off adjacent premises).			X	No proposed exterior changes to the subject property.
L. Buildings within 50 feet of the boundary of the site (to determine compliance with any setback standards linked to structures on adjacent lots, or in the case of a conditional use permit, to determine suitability of the site for the proposed use based on proximity of incompatible uses).		X		Not provided.
M. Location of any identified wetlands (to comply with standards relating to protection of natural features and/or compliance with local, state and federal laws).			X	Not provided, however, it does not appear the subject property is located within a designated wetland.
N. Outdoor storage or activity areas (to comply with standards relating to outdoor storage of material or outdoor activities).			X	No proposed outdoor storage.
O. Existing and proposed grades at two-foot intervals (to determine any minimum or maximum grade requirements, clear vision requirements and height requirements).			X	No proposed changes to existing grades.
P. Cross section showing construction of drives and parking area (to comply with requirements regarding pavement surface and adequacy of base material).			X	No proposed changes to existing drives and parking areas.
Q. Floor plan showing existing and proposed uses (to verify gross vs. usable floor area and principal vs. accessory uses).	?			Floor plan provided, however, gross and usable floor area are not indicated.
R. Location of trash receptacles (to determine compliance with ordinance requirements regarding location and screening).	X			General location of dumpster indicated.
S. Designation of fire lanes (to determine compliance with fire code requirements).		X		Not provided

The individual or body responsible for reviewing and approving a site plan may waive any of the requirements above either on an individual basis or by establishment of an administrative rule when the information is not needed to determine compliance of the site with the requirements of this appendix.

ARTICLE 3 GENERAL REQUIREMENTS

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Sec. 3.09 Accessory Buildings				
A. Non-Residential Districts: Any part of a detached accessory building shall be at least fifty five (55) feet from any front lot line when the adjoining lot is located in a residential district.			X	Not applicable to the proposed use.
B. Residential Districts: No accessory building shall be erected in other than a side or rear yard. The garage or similar accessory building may be built up to within five (5) feet of the side and/or rear lot line; provided that such structure adjacent to such side or rear lot line is constructed to achieve the proper fire rating in compliance with the local building code. When the rear line of a corner lot abuts the side line of an adjoining lot in a residential district, no accessory building shall be within five (5) feet of such abutting lot line nor closer to the side street lot line than the setback of the principal building on the same adjoining lot. When the rear line of a corner lot abuts the rear line of any other lot or is directly across an alley therefrom, no accessory building shall be closer to the side street lot line than the setback of the principal building on the same lot.			X	Not applicable to the proposed use.
Sec. 3.10 Sight Distance. No obstruction to vision shall be permitted at the intersection of any street or road with another street or road or street or road junction between the heights of two feet and eight feet above centerline elevation of said streets or roads within the triangular area formed by the intersection of the street right-of-way lines and a line connecting two points which are located on those intersection right-of-way lines 25 feet from the point of intersection of the right-of-way lines.	?			Existing setbacks not provided. Applicant to confirm the existing building is not located within 25 feet of the intersection of Albert Street and Union Street.
Sec. 3.11 Lot Grades				
A. All structures shall be constructed or located with a ground elevation such as to provide a sloping grade to cause the surface drainage to flow away from the walls of such structures.			X	Proposed use to be established in an existing structure.
B. Grades on any lot upon which new construction or earth movement is to be carried out shall be related to existing grades and drainage systems such as to provide adequate drainage and not jeopardize such existing drainage systems, and shall be approved by the zoning administrator and such other authorities having jurisdiction over such system.			X	Not a proposed new construction or earth movement. Proposed use to be established in an existing structure.
Sec. 3.12 Curb Cuts and Driveways Curb cuts and driveways may be located only upon approval by the zoning administrator and such other county and state authorities as required by law; provided, however, such approval shall not be given where such curb cuts and driveways shall cause unreasonable increase in traffic hazards.			X	No proposed changes to existing driveways and curbs.
Section 3.16 Private Roads			X	No proposed private roads.

ARTICLE 4 NONCONFORMING USES, STRUCTURES

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Section 4.01 (A) Class A and B nonconforming uses			X	Proposed use is a permitted use by special land use in the CR zoning district.
Section 4.02 Nonconforming Structures	?			Further information pertaining to the district dimensional requirements in section 6.14 & 6.15 is needed.
Section 4.03 Nonconforming Lots of Record			X	The existing property is an existing lot of record.

OFF-STREET PARKING REQUIREMENTS SECTION 5.01

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. All future development of land or expansion of existing uses shall meet these parking requirements:				
B. Off-street parking spaces for nonresidential uses in residential districts shall be located within a rear yard or within a side yard.			X	Subject property is a commercially zoned property.
C. Off-street parking for other than residential uses shall be either on the same lot or within 300 feet of the building it is intended to serve (or a distance approved by the planning commission), measured from the nearest point of the building to the nearest point of the off-street parking lot. Parking may not be located across Saginaw or Mt. Morris streets from the business it serves.	X			Existing parking is located on the subject property.
D. The storage, maintenance or repair of merchandise, motor vehicles or other equipment on required off-street parking spaces is prohibited.			X	Proposed use to be operated entirely inside existing structure.
E. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the planning commission considers is similar in type.	?			Planning Commission to determine off-street parking requirement based on similar use type.
F. When units of measurements determining the number of required parking spaces result in the requirement of a fractional space, all fractions over one-half shall be rounded up.				

OFF-STREET PARKING AND OFF-STREET LOADING SPACE REQUIREMENTS SECTION 5.02

Required*		Provided	
Off-Street Parking Spaces	Planning Commission to determine off-street parking requirement based on similar use type.	Off-Street Parking Spaces	Unclear
Off-Street Loading Spaces	Unclear	Off-Street Loading Spaces	Unclear

DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES

SECTION 5.04

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. Off-street parking lots spaces shall be laid out, constructed and maintained in accordance with the following requirements:				
1. No parking lot shall be construed without a zoning permit issued by the zoning administrator. Parking lots that are part of site plan approved by the Planning Commission do not require a separate zoning permit.			X	No proposed changes to the existing parking area.
2. Adequate ingress and egress to the parking lot shall be provided for vehicles by means of clearly limited and defined drives.			X	No proposed changes to existing parking area.
3. Parking spaces shall be set back from abutting residential districts as follows:				
a. Where the parking lot abuts on side lot lines, the required setback shall be ten feet from the side lot lines.	?			Parking facility design was not provided.
b. Where the parking lot abuts on a contiguous common frontage in the same block, the required setback from the street right-of-way shall be equal to the residential required setback, or average of existing setbacks in the common block frontage, whichever is greater.			X	Parking lot does not appear to abut a contiguous common frontage.
c. Where the parking lot is across the street and opposite, with residential lots fronting on such streets, the required setback from the street right-of-way shall be equivalent to the opposite residential required setback.			X	Parking area is not located opposite a residential property.
d. Where the parking lot abuts the rear lot line, the required setback shall be ten feet from the street lot line.	?			Parking facility design was not provided.
4. Where the parking lot boundary adjoins property zoned for residential use, a suitable screening wall shall be provided. Suitable ornamental fencing may be substituted for the screening wall with the approval of the planning commission. Said wall or fence shall not extend into the required front open space of abutting residential lots. The height of the wall or fence shall be at least four feet but no higher than six feet.			X	Parking area does not abut residentially zoned parcels.
5. All lighting for parking areas shall be limited to 20 feet in height and shall be directed away from and shielded from adjacent property and rights-of-way, especially residential areas, and shall be arranged to not adversely affect driver visibility on adjacent roads.			X	No proposed exterior changes.
6. The parking lot shall be drained to eliminate surface water in such a way as to preclude drainage onto adjacent property or toward buildings.			X	No proposed exterior changes.
7. The surface of the parking lot, including drives and aisles, except for the buffer strips, shall be constructed of concrete, bituminous asphalt or similar dustless and durable all-weather surface material.			X	No proposed exterior changes.
8. The parking facilities design and layout meets the minimum dimensional requirements.	?			Parking facility design was not provided.
9. All parking lots shall meet Michigan Barrier Free parking space requirements.	?			Parking spaces were not indicated on provided plot plan.

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES
SECTION 5.04**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
10. All parking areas (including loading and unloading areas) must provide for sufficient access for fire fighting and access by other emergency vehicles.	X			Parking area has access from Albert Street and loading space has access from Union Street.
B. Off-street loading spaces for specified land uses shall be provided in accordance with the following requirements:				
1. Retail uses. All retail sales facilities exceeding 10,000 square feet in floor area shall provide two loading spaces plus one loading space for each additional 30,000 square feet of floor area over 10,000 feet.			X	Not a proposed retail use.
2. Industrial uses. All industrial land uses shall provide one loading space for each 10,000 square feet of floor area, with a minimum of not less than two loading spaces.			X	Not a proposed industrial use.
3. All loading spaces shall be located and designed to avoid creating traffic hazard to public use of all public rights-of-way.	?			Existing loading area indicated along the east side of existing structure.

**OFF-STREET LOADING REQUIREMENTS
SECTION 5.05**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. Each parking space shall consist of an area not less than ten feet wide by 20 feet deep; provided, however such dimensions shall be increased, when necessary, to permit safe ingress and egress thereto.	?			Parking spots and dimensions not provided in plot plan.
B. Required off-street parking areas for three or more automobiles shall have individual spaces marked, and shall be so designed, maintained, and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk, or alley, and so that any automobile may be parked and maneuvered without moving or damaging another.	?			Parking spots not provided in plot plan.
C. For purposes of rough computation, an off-street parking space and necessary access and maneuvering room may be estimated at 300 square feet, but off-street parking requirements will be considered to be met only when actual spaces meeting the requirements above are provided and maintained, or improved in a manner appropriate to the circumstances of the case, and in accordance with all ordinance and regulations of the city.	?			Parking lot maneuvering not indicated on plot plan.
D. Any lighting used to illuminate any off-street parking and loading area shall be so arranged so as to direct light away from adjoining property and streets.			X	No proposed exterior changes.
E. Off-street parking and loading areas shall be surfaced with asphalt, bituminous or concrete pavement, and shall be graded and drained to dispose of all surface water into the storm sewer system.			X	No proposed changes to existing parking or loading area.
F. Any construction or rearrangement of existing drives which involve the ingress and/or egress of vehicular traffic to or from a public street shall be so arranged so as to ensure the maximum of safety and the least interference with traffic upon said streets and shall be approved by the zoning administrator, in writing.			X	No proposed changes to existing parking area.

DISTRICT DIMENSIONAL REQUIREMENTS SECTIONS 6.14 & 6.15		
Zoning District: CR Commercial Retail		Proposed Use: Machine Shop
District Requirement	Ordinance Standard	Proposed Site Plan
Minimum Lot Area (sq. ft.)	N/A	??
Minimum Setbacks – Front (S)	5 feet adjacent to ROW	??
- Front (E)	5 feet adjacent to ROW	??
- Front (W)	5 feet adjacent to ROW	??
- Side (N)	15 feet	??
Maximum Building Height (ft)	Within approved fire fighting capabilities.	??
Minimum Lot Width (ft.)	N/A	N/A
Minimum Lot Depth (ft.)	N/A	N/A
Maximum Lot Coverage (%)	N/A	N/A
Maximum Number of Accessory Structures	N/A	N/A
Maximum Height of Accessory Structures	Height of Principal Structure	N/A.

ARTICLE 9. DESIGN STANDARDS				
Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Sec. 9.01. Adult foster care family and small group homes site design standards.			X	Not applicable to the proposed use.
Sec. 9.02. Adult foster care medium and large group homes site design standards.			X	Not applicable to the proposed use.
Sec. 9.03. Adult uses site design standards.			X	Not applicable to the proposed use.
Sec. 9.04. Cemeteries, municipal, denominational and private cemeteries site design standards.			X	Not applicable to the proposed use.
Sec. 9.05. Cluster subdivision site design standards.			X	Not applicable to the proposed use.
Sec. 9.06. Family day care home and group day care home site design standards.			X	Not applicable to the proposed use.
Sec. 9.07. Fire station and water tower site design standards.			X	Not applicable to the proposed use.
Sec. 9.08. Garden apartment and townhouse site design standards.			X	Not applicable to the proposed use.
Sec. 9.09. Home occupations site design standards.			X	Not applicable to the proposed use.
Sec. 9.10. Hospitals, sanitariums, clinics, nursing and rest homes and charitable institutions for human care site design standards.			X	Not applicable to the proposed use.
Sec. 9.11. Industrial park site design standards.			X	Not applicable to the proposed use.
Sec. 9.12. Mixed use site design standards.			X	Not applicable to the proposed use.
Sec. 9.13. Mobile home park site design standards.			X	Not applicable to the proposed use.
Sec. 9.14. Planned unit development site design standards.			X	Not applicable to the proposed use.
Sec. 9.15. Public parks, golf courses, country clubs, tennis courts, and similar recreational uses site design standards.			X	Not applicable to the proposed use.
Sec. 9.16. Radio and television station site design standards.			X	Not applicable to the proposed use.

ARTICLE 9. DESIGN STANDARDS

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Sec. 9.17. Shopping center site design standards.			X	Not applicable to the proposed use.
Sec. 9.18. Drive-thru facilities in central business district.			X	Not applicable to the proposed use.
Sec. 9.19. Wireless telecommunications towers and antennas.			X	Not applicable to the proposed use.

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS
SECTION 7.06**

<i>Standard</i>			Does Site Plan Include this Information?		
			Yes	No	N/A
A. Sidewalks and other walkways, driveways, parking areas, loading areas and maneuvering lanes will be designed to promote traffic safety, minimize turning movement conflicts, eliminate the stacking of cars within the public right-of-way, minimize vehicle/pedestrian conflicts, provide adequate access for fire, police, ambulance and other emergency services personnel, minimize the number of driveways with access onto major streets, promote adequate spacing between driveways, ensure adequate geometric design of streets and promote shared access.					
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> There are no proposed changes to the existing exterior of the subject property. 					
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:			
	There are no proposed changes to the existing exterior of the subject property.				
B. Adequate transition areas or buffers will be provided between land uses to minimize off-site conflicts due to noise, light, smoke, odor or other nuisances and to maintain physical attractiveness.					
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> Surrounding land uses include Commercial – Retail (CR) to the north and west and General Business (C) to the south and east of the subject property. The proposed use is operated entirely inside the existing building. Applicant to confirm how they intend to mitigate any potential increase in noise due to the type and horsepower of machinery to be stored onsite. 					
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:			
	Applicant to confirm how they intend to mitigate any potential increase in noise due to the type and horsepower of machinery to be stored onsite.				

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS
SECTION 7.06**

<i>Standard</i>		Does Site Plan Include this Information?		
		Yes	No	N/A
C. Utility service is adequate to serve the needs of the development. Water pressure and capacity are adequate to meet usage and fire fighting needs. Sewer lines are adequate to handle the increased flow projected by the land use, and the city has adequate treatment capacity at the county wastewater treatment plant. Storm water facilities are adequate to handle any increased water run-off, which will be minimized through the use of storm water retention and detention facilities when appropriate. The site shall be designed to ensure that there is no increase in runoff onto adjacent sites or that existing drainage patterns are harmed.				
COMMENTS/FINDINGS OF FACT:				
<ul style="list-style-type: none"> No proposed changes to existing utilities that service the subject property. 				
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:		
	No proposed changes to existing utilities that service the subject property.			
D. Physical improvements including sidewalks, drives and parking areas shall be built to adequate standards to minimize premature deterioration.				
COMMENTS/FINDINGS OF FACT:				
<ul style="list-style-type: none"> The subject property contains two existing commercial buildings. There is an existing sidewalk along the west property line. There are no proposed changes to the existing exterior of the subject property. 				
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:		
	There are no proposed changes to the existing exterior of the subject property.			
E. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spill or discharges to the air, surface of the ground, groundwater, streams, drains or wetlands. Secondary containment for above ground storage of hazardous material shall be provided.				
COMMENTS/FINDINGS OF FACT:				
<ul style="list-style-type: none"> Proposed machinery shop in an existing structure. Unclear if hazardous substances will be stored or used on the subject property in accessory to the proposed use. 				
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:		
	Unclear if hazardous substances are required for the type of machinery that are proposed to be used at the subject property. Further information is needed in order to determine compliance with this standard.			

Sample Motion to Approve:

I make a motion to approve the requested site plan for 11701 Unions Street based on the requested conditional use meeting all the requirements in Section 7.06.

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve:

-

Sample motion to disapprove:

I make a motion to deny the requested conditional use based on the following findings of fact:

- It does not comply with Standard E because it is unclear if hazardous substances will be used or stored on the subject property.

Sample motion to postpone:

I make a motion to postpone the approval of the conditional use until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on _____ to verify compliance with _____
- Information on _____ to verify compliance with _____

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Site Aerial



Subject property